

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Duchac, Frohling, Greshay and Schmidt.

MEMBER EXCUSED: N/A

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, February 16, 2016 at 9:00 A.M., in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Chief Deputy Scott Smith; Donna Maly, County Board Supervisor; Glenn Stousland, County Board Supervisor; Bill Ehlenbeck, Manager-Parks and Trails

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Schmidt to approve the minutes of the January 5, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Eske provided the Committee with an update on the Kronos project. She stated that the changes for Talent Acquisition are in the test environment for retesting and the internal candidate changes have been implemented. Eske stated that progress is being made with hopes to have testing completed by the end of the month followed by the planning of supervisor training.

The Committee reviewed the Personnel Requisitions. Eske recommended approval of these requests.

One (1) Park Attendant – Harnischfeger Park – Seasonal	Land Resources & Parks
One (1) Park Caretaker – Harnischfeger Park – Seasonal	Land Resources & Parks
One (1) Park Attendant – Ledge Park – Seasonal	Land Resources & Parks
One (1) Park Caretaker – Ledge Park – Seasonal	Land Resources & Parks
One (1) Park Attendant – Astico Park – Seasonal	Land Resources & Parks
One (1) Park Caretaker – Astico Park – Seasonal	Land Resources & Parks
One (1) Park Attendant – Derge Park – Seasonal	Land Resources & Parks
One (1) Park Caretaker – Derge Park – Seasonal	Land Resources & Parks
One (1) Trail Caretaker – Nitschke Mounds Park/Wild Goose Trail – Seasonal	Land Resources & Parks
Eight (8) Seasonals - Seasonal	Highway Department
One (1) Technical Services Specialist – F.T.	Information Technology

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One (1) Administrative Secretary III – P.T.	UW Extension
One (1) Psychiatric Therapist II – Clinical Services Intake Worker – F.T.	Human Services & Health
One (1) Counselor I, II, III – Case Manager Mental Health – F.T.	Human Services & Health
One (1) Caregiver Program Coordinator – P.T. (<i>title change only from Benefits Specialist I</i>)	Human Services & Health

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Mindemann explained that an employee with Human Services & Health Department requested an unpaid general leave of absence as an extension of bereavement leave from 2/12/16-2/22/16.

Motion by Greshay to approve leave request as presented. Second by Schmidt. Motion carried.

Eske presented a request for a 3.5% wage increase for Karen Engels, Clerical Support, with the Sheriff's Office effective 2/16/2016. Eske explained that the Clerical Support position is not on the Dodge County Wage Scale. Smith indicated that Engels has been employed with the Sheriff's Office for ten (10) years and the most recent increase was in 2009 with a cost of living increased in 2011 and 2012. Eske verified the hourly rate would change from \$13.62 to \$14.10 per hour. Smith added that the proposed hourly rate remains below the full time Deputy Secretary rate.

Motion by Frohling to approve a 3.5% wage increase for Karen Engels, Sheriff's Office Clerical Support effective February 16, 2016. Second by Greshay. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

RECLASSIFICATION – UNION: Ryan M. Jackson, Traffic Patrol Officer, Sheriff's Office, \$27.36, SSU04, 1 ST, 02/15/2016. **RECLASSIFICATION:** Anthony D. Brugger, Jail Administrator, Sheriff's Office, \$37.10, DC12, ST7A, 02/01/2016. **STEP INCREASES:** Lori A. Hill, Administrative Secretary III, Land Resources & Parks, \$18.95, DC03, ST11B, 03/04/2016; Jennifer A. Schmidt, Administrative Secretary III, Land Resources & Parks, \$18.95, DC03, ST11B, 03/08/2016; Bernadette M. Mueller, Child Support Director, Child Support, \$35.73, DC11, ST8A, 02/05/2016; David L. Braunschweig, Watershed Project Technician, Land Conservation, \$27.25, DC06, ST13A, 04/01/2016; Barbara J. Brooks, Administrative Secretary II, Physical Facilities, \$17.02, DC02, ST13A, 03/19/2016; Randy L. Nofsinger, Maintenance Mechanic, Physical Facilities, \$21.77, DC05, ST7B, 01/30/2016; Benjamin P. Schepp, Corporal-Jail, Sheriff's Office, \$27.79, DC06, ST13B, 03/24/2016; David J. Zirbel, Communications Sergeant, Sheriff's Office, \$28.77, DC07, ST11A, 01/25/2016; Chad R. Riter, Jail Supervisor, Sheriff's Office, \$30.97, DC08, ST11A, 03/09/2016; Aaron E. Ellis, Jail Programs Specialist, Sheriff's Office, \$25.47, DC05, ST14A, 03/18/2016; Robert S. Mindemann, County Patrolman-West, Highway Department, \$22.37, DC04, ST13B, 04/14/2016; Marcus A. Cox, Utility II/Truck Driver- West, Highway Department, \$19.04, DC04, ST06, 03/30/2016; Jason S. Alvarado, Center Line Operator, Highway Department, \$18.09, DC04, ST04, 04/13/2016; Zev D. Kianovsky, Assistant Corporation Counsel, Corporation Counsel, \$38.31, DC11, ST11A, 03/31/2016; Amy L. Shaver, Public Health Technician, Human Services & Health, \$15.58, DC03, ST03, 03/10/2016; Megan A. Tobian, Economic Support Specialist I, Human Services & Health, \$17.14, DC04, ST02, 04/09/2016;

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Yvonne M. Hopkins, Economic Support Specialist II, Human Services & Health, \$20.71, DC04, ST05, 04/01/2016; Marvella Puga, Public Health Technician, Human Services & Health, \$17.26, DC03, ST7B, 03/20/2016; Kathleen A. Gordon, Social Worker I – CPS Ongoing, Human Services & Health, \$21.10, DC06, ST02, 03/16/2016; Jodell K. Bolda, Social Worker II – CPS Investigator-Intake, Human Services & Health, \$24.36, DC07, ST04, 01/10/2016; David D. Overshinger, Counselor III – AODA, Human Services & Health, \$24.36, DC07, ST04, 03/15/2016; Jacqueline N. Oestreich, Account Clerk II, Human Services & Health, \$18.95, DC03, ST11B, 03/08/2016; Kenneth P. Kamps, Division Manager, Human Services & Health, \$40.03, DC14, ST04, 01/29/2016; Chelsea A. Nehls, Deputy Clerk of Courts, Clerk of Courts, \$19.99, DC04, ST8B, 04/11/2016; Brian R. Field, Highway Commissioner, Highway Department, \$48.29, DC15, ST8A, 04/07/2016; Marc I. Bethke, County Conservationist, Land Conservation, \$35.73, DC11, ST8A, 04/18/2016.

Motion by Greshay to approve Salary, Wage, and Status Changes as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: Duchac inquired on the status of the shifts and scheduling at Clearview. Eske responded that Clearview is looking at different options and meeting with employees to get a better sense of employee preference before moving forward. Eske shared with the Committee that the RN reinstatement approved at the meeting was returning on February 22, 2016.

HR Director's Report:

- a) Disciplinary Actions: Eske informed the Committee that an employee performance issue will be discussed in closed session.
- b) Grievances and Arbitrations: None

Future Agenda Items: Discussion and Consideration regarding Sheriff's Office Civil Service changes. Updates on the State of Wisconsin's decision-making process regarding State Health Insurance with Discussion and Consideration to proceed with Step #2 of the Hayes Study. Discussion and Consideration regarding County PEHP plan scheduled to sunset the end of 2016. Discussion and Consideration regarding Emergency Sick Leave and Vacation Policies.

Closed Session:

Motion by Frohling, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; specifically to discuss the performance of an employee. The meeting is closed pursuant to Section 19.85(1)(c) and (f) of the Wisconsin Statutes. It was

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the consensus of the Committee to allow Supervisor Maly and Supervisor Stousland attend the closed session meeting. Roll call vote was taken. Motion carried by unanimous vote of all members present, at 9:38 a.m.

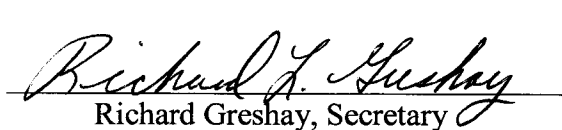
Open Session:


Motion by Schmidt, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:37 a.m.

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **March 1, 2016 and March 15, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:39 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

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Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, February 16, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

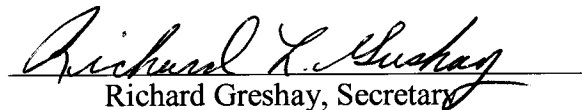
MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt

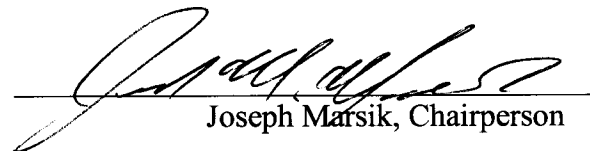
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There was discussion regarding the performance of an employee.

Motion by Schmidt, second by Frohling to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:37 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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